



Police Department: Records Division
1781 Zumbuhl Road
St. Charles, MO 63303
t: 636.949.3300
f: 636.949.3299

REQUEST FOR COPY OF REPORT

NOTE: Information on this form will assist the St. Charles City Police Department in providing the public records you are requesting. Some reports may not be available upon request due to ongoing investigation. Under Missouri law, some information not subject to release may be removed or redacted from records prior to release.

Date of Request: _____

Name of Person Making Request: _____

Address: _____

Phone: _____ Business Phone: _____

Report Number: _____ Date of Incident: _____

Name of Individual Involved in Incident: _____

Type of Incident: _____

Location of Incident: _____

Choose one of the Following:

___ Involved in incident ___ Insurer of person involved in incident

___ Attorney of person involved in incident ___ Other, explain: _____

Reason for request: _____

There will be a **\$10** fee for each report requested. Payments accepted are cash, money order or check made Payable to the **City of St Charles**.

Some requests may involve extensive and lengthy searches of police records. State Statute allows for a reasonable length of time to gather the information. Additional fees may be required. You will be given an estimate before the request is processed.

Signature/Date: _____

Office Use Only:

Driver's License/Other ID _____ Check# _____ Receipt# _____

Date Issued _____ DSN _____